



5th Congressional District

Vacancy Announcement: 5th Congressional District Vice-Chair

Send applications and/or resumes to: Oklahoma Democratic Party
 5th Congressional District (Attn: John Bilbury)
 3700 N Classen Blvd
 Oklahoma City, OK 73118

| | |
|---------------|---|
| Date | Application deadline 5pm July 25, 2019, all applications must arrive by the deadline |
| Title | 5 th Congressional District Vice-chair |
| Location | Oklahoma County, Seminole County and Pottawatomie County |
| Summary | The 5 th Congressional District Vice-Chair, in the absence of the Chair conducts its business in accordance with the Bylaws and Constitution of the Oklahoma Democratic Party. The CD5 Vice-chair is responsible for maintaining finances and ensuring the timely submission of all reports to the state party. In procedural matters not otherwise specified, all meetings are governed by the latest edition of Roberts Rules of Order. |
| Description | <p>The Congressional District Vice-chair shall:</p> <ul style="list-style-type: none"> - Preside at meetings when the chair is absent, is unable to preside and has failed to designate a person to preside, - Act for the chair when the chair is absent, - Assist the chair with such tasks as the chair may direct, - Maintain financial records of the Congressional District Party, file financial reports required by law and Party rule, and generally act as treasurer of the Congressional District Party, - Assist the chair in raising funds, - Assist the chair in training, directing, advising and assisting county officials in the administration of their duties, - Sign all checks drawn on an account in the name of the Congressional District Party - Train, assist and advise the county vice-chairs of the district in filing financial reports required by law or Party rule, - Insure that all county vice-chairs file required financial reports in a correct and timely manner, - Prepare and submit a financial statement of the district Party which shall include the financial reports of the county parties in the district to the State Treasurer by March 1 of each year. |
| Resume Format | <p>Resume must include:</p> <ul style="list-style-type: none"> - Your Contact Information. - Career Summary (optional) - Experience. - Education. |



5th Congressional District

| | |
|--|---|
| | - Skills. Include skills related to leadership and organization, such as leading meetings, organizing events, working political activities; additional but not required such as computer skills or language skills. |
| Application | |
| Name | |
| Address | |
| Email | |
| Phone | |
| Career overview | |
| Political Experience (include job title duties and responsibilities) | |
| Education | |
| Awards/ Achievements | |